

Texas Education Agency Standard Application System (SAS)

2018–2019 Technology Lending

Program authority:	General Appropriations Act, Article III, Rider 8, and House Bill 3526, 85 th Texas Legislature; Texas Education Code Section 32.301	FOR TEA USE ONLY Write NOGA ID here:
Grant Period:	May 1, 2018, to August 31, 2019	
Application deadline:	5:00 p.m. Central Time, February 6, 2018	Place date stamp here.
Submittal information:	<p>Applicants must submit one original copy of the application with an original signature, and two copies of the application, printed on one side only and signed by a person authorized to bind the applicant to a contractual agreement, must be received no later than the aforementioned date and time at this address:</p> <p style="text-align: center;">Document Control Center, Grants Administration Division Texas Education Agency, 1701 North Congress Ave. Austin, TX 78701-1494</p>	<div style="writing-mode: vertical-rl; transform: rotate(180deg);"> RECEIVED TEXAS EDUCATION AGENCY DOCUMENT CONTROL CENTER GRANTS ADMINISTRATION 2018 FEB -6 AM 11:07 </div>
Contact information:	Kathy Ferguson: techlending@tea.texas.gov; (512) 463-9087	

Schedule #1—General Information

Part 1: Applicant Information

Organization name	County-District #		Amendment #
May ISD	025-905		
Vendor ID #	ESC Region #		
75-1613852	15		
Mailing address	City	State	ZIP Code
3400 CR 411 East	May	TX	76857

Primary Contact

First name	M.I.	Last name	Title
Mike		Martin	Technology Director
Telephone #	Email address		FAX #
254-259-2091	mike.martin@mayisd.com		254-259-3514

Secondary Contact

First name	M.I.	Last name	Title
Gary		Bufe	Principal
Telephone #	Email address		FAX #
254-259-2091	gary.bufe@mayisd.com		254-259-3514

Part 2: Certification and Incorporation

I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the organization named above has authorized me as its representative to obligate this organization in a legally binding contractual agreement. I further certify that any ensuing program and activity will be conducted in accordance with all applicable federal and state laws and regulations, application guidelines and instructions, the general provisions and assurances, debarment and suspension certification, lobbying certification requirements, special provisions and assurances, and the schedules attached as applicable. **It is understood by the applicant that this application constitutes an offer and, if accepted by the Agency or renegotiated to acceptance, will form a binding agreement.**

Authorized Official:

First name	M.I.	Last name	Title
Steve		Howard	Superintendent
Telephone #	Email address		FAX #
254-259-2091	steve.howard@mayisd.com		254-259-3514
Signature (blue ink preferred)		Date signed	

2/2/18

Only the legally responsible party may sign this application.

Schedule #1—General Information

County-district number or vendor ID: 025-905

Amendment # (for amendments only):

Part 3: Schedules Required for New or Amended Applications

An X in the "New" column indicates a required schedule that must be submitted as part of any new application. The applicant must mark the "New" checkbox for each additional schedule submitted to complete the application.

For amended applications, the applicant must mark the "Amended" checkbox for each schedule being submitted as part of the amendment.

Schedule #	Schedule Name	Application Type	
		New	Amended
1	General Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Required Attachments and Provisions and Assurances	<input checked="" type="checkbox"/>	N/A
4	Request for Amendment	N/A	<input checked="" type="checkbox"/>
5	Program Executive Summary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Program Budget Summary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Professional and Contracted Services (6200)	See Important Note For Competitive Grants*	<input type="checkbox"/>
9	Supplies and Materials (6300)		<input type="checkbox"/>
10	Other Operating Costs (6400)		<input type="checkbox"/>
11	Capital Outlay (6600)		<input type="checkbox"/>
12	Demographics and Participants to Be Served with Grant Funds	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13	Needs Assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14	Management Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15	Project Evaluation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16	Responses to Statutory Requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17	Responses to TEA Requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>

***IMPORTANT NOTE FOR COMPETITIVE GRANTS:** Schedules #8, #9, #10 and #11 are required schedules if any dollar amount is entered for the corresponding class/object code on Schedule #6—Program Budget Summary. For example, if any dollar amount is budgeted for class/object code 6200 on Schedule #6—Program Budget Summary, then Schedule #8—Professional and Contracted Services (6200) is required. If it is either blank or missing from the application, **the application will be disqualified.**

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Schedule #2—Required Attachments and Provisions and Assurances

County-district number or vendor ID: 025-905

Amendment # (for amendments only):

Part 1: Required Attachments

The following table lists the fiscal-related and program-related documents that are required to be submitted with the application (attached to the back of each copy, as an appendix).

#	Applicant Type	Name of Required Fiscal-Related Attachment
No fiscal-related attachments are required for this grant.		
#	Name of Required Program-Related Attachment	Description of Required Program-Related Attachment
1	LEA Technology Plan Template	If an LEA does not have a 2016–2017 Technology Plan on file with TEA, it must show evidence of a current local technology plan on participating campuses by completing the LEA Technology Plan Template.

Part 2: Acceptance and Compliance

By marking an X in each of the boxes below, the authorized official who signs Schedule #1—General Information certifies his or her acceptance of and compliance with all of the following guidelines, provisions, and assurances.

Note that provisions and assurances specific to this program are listed separately, in Part 3 of this schedule, and require a separate certification.

X	Acceptance and Compliance
<input checked="" type="checkbox"/>	I certify my acceptance of and compliance with the <u>General and Fiscal Guidelines</u> .
<input checked="" type="checkbox"/>	I certify my acceptance of and compliance with the <u>program guidelines</u> for this grant.
<input checked="" type="checkbox"/>	I certify my acceptance of and compliance with all <u>General Provisions and Assurances</u> requirements.
<input checked="" type="checkbox"/>	I certify that I am not debarred or suspended. I also certify my acceptance of and compliance with all <u>Debarment and Suspension Certification</u> requirements.

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Schedule #2—Required Attachments and Provisions and Assurances

County-district number or vendor ID: 025-905

Amendment # (for amendments only):

Part 3: Program-Specific Provisions and Assurances☒ I certify my acceptance of and compliance with all program-specific provisions and assurances listed below.

#	Provision/Assurance
1.	The applicant provides assurance that program funds will supplement (increase the level of service), and not supplant (replace) state mandates, State Board of Education rules, and activities previously conducted with state or local funds. The applicant provides assurance that state or local funds may not be decreased or diverted for other purposes merely because of the availability of these funds. The applicant provides assurance that program services and activities to be funded from this grant will be supplementary to existing services and activities and will not be used for any services or activities required by state law, State Board of Education rules, or local policy.
2.	The applicant provides assurance that the application does not contain any information that would be protected by the Family Educational Rights and Privacy Act (FERPA) from general release to the public.
3.	The applicant assures that funds provided under the Instructional Materials Allotment (IMA) or other funding are insufficient to purchase enough lending technology for every student who needs dedicated access to a device.
4.	The applicant assures that it will provide access to lending technology and residential access to the Internet for students, including economically disadvantaged students and students with disabilities, who do not already have either the needed equipment or Internet service for learning at home
5.	The applicant understands that equipment purchased with Technology Lending Grant funds is the property of the LEA.
6.	The applicant assures that infrastructure and technical support are adequate to support students' use of loaned equipment provided through the grant at its participating campus(es).
7.	The applicant assures that it will provide adequate staff to administer the program and ensure successful implementation.
8.	The applicant assures that it will account for the technology lending equipment in accordance with district policy for accounting for such equipment, including providing insurance when insurance is typically provided for such equipment. The applicant understands that the grant funds cannot be used to replace lost, stolen, or damaged equipment.
9.	The applicant assures that it will obtain a Technology Lending Agreement signed by the parents/guardian of each participating student and by the student participating in the program, including an assurance of student's mastery of the grade-appropriate Digital Citizenship strand of the Technology Applications Texas Essential Knowledge and Skills.
10.	The applicant assures that it has a 2016–2017 LEA technology plan on file with TEA, or that it will show evidence of a current local technology plan on participating campuses by completing the Required Program-Related Attachment outlined on page 18 of the Program Guidelines.
11.	The applicant assures that technology lending and use of electronic instructional materials are incorporated into the LEA's technology plan.
12.	The applicant agrees to collect and report the data for the performance measures stated in the Program Guidelines under Program Evaluation. The applicant assures it will develop appropriate systems and processes to collect and report the required data

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Schedule #5—Program Executive Summary

County-district number or vendor ID 025-905

Amendment # (for amendments only):

List the campuses that will be served with these funds. Response is limited to space provided, front side only, font size no smaller than 10 point Arial.

May High School

Provide a brief overview of the program you plan to deliver. Refer to the instructions for a description of the requested elements of the summary.

Overview of the STAAR Lending Program May ISD is seeking grant funds to implement the Students, Technology, And Academic Readiness STAAR Lending project. The STAAR Lending project is designed to expand the small-scale technology lending program that is in place at the high school campus. This project will directly benefit approximately 145 high school students in grades 7-12. At May ISD, (MISD) our District Goal is to provide all students with the tools they need to be successful in life. Our district is moving to a digital online learning format as we are using online textbooks and emphasizing the use of "technology—tools" such as laptops, iPads, and electronic white boards in the classroom. Our Project Goal aligns with the District Goal, as this project will provide students, including economically disadvantaged, at-risk students and highly-mobile students with a variety of technology tools to engage in meaningful learning, 24 hours a day, 7 days a week. Our Project Goal is also aligned with the Technology Plan Template, which emphasize the use of modern digital tools and resources through robust connectivity.

STAAR Lending Program Budget The May ISD Technology Leadership Team (TLT) developed a comprehensive budget in the amount of \$47,400. Eighty (80) laptops with carrying cases will be purchased for the high school lending project. The laptops will access recently adopted digital online instructional materials that are aligned with TEKS, STAAR, College Readiness and Internet on a daily basis for: 1) differentiated instruction for the diverse learners, as some students need academic acceleration or remediation on a daily basis; 2) engaging in project-based learning; 3) building technology literacy and 4) reaching challenging academic standards in the core curriculum areas of math, science, social studies and ELA. *In addition to purchasing laptops, also referred to as mobile-devices for the purpose of this grant application,* the district will buy wireless routers and a data plan so the students can use the mobile devices at home for on-demand, anytime, anywhere extended learning where the students participate in project-based and enrichment activities at home.

May ISD Demographics Geographically, May ISD is located in the small, rural, Central Texas community of May. MISD consists of two campuses, May Elementary School and May High School. Both are Title 1 Campuses. May ISD serves approximately 293 students in grades Prek-12. Ethnically, 76.1% of the students enrolled are White and 20% are Hispanic. Financially, our district operates with VERY limited financial resources. A large portion of the school district revenue comes from property taxes and most property in May is agricultural exempt. Academically, the May students have many challenges to overcome as an overwhelming percentage of students (64.8%) are economically disadvantaged and 23.2% are identified as at-risk. These economically disadvantaged and at-risk students are low performers on state assessment tests when you compare their scores to the general population. Furthermore, not all students have Internet access at home.

Needs Assessment Process Planning for the STAAR lending project involved a comprehensive needs assessment process led by the Technology Leadership Team (TLT). They reviewed K-12 student data, the district and campus technology infrastructure, and professional development data. They used the data to pinpoint strengths and weakness, identify specific needs as well as prioritize campuses, subject areas and grade levels AND develop the project goals, activities and budget.

Management Plan Our Superintendent will have final oversight and decision-making over the STAAR lending program. He will meet with the principal, technology director and business manager on a regular basis to ensure the project is being implemented on-time, within budget and according to fidelity. The Teacher Facilitator -- Natalie Steele at the high school will serve as the Project Manager and will conduct classroom observations and review lesson plans to ensure teachers are integrating the mobile devices, online curriculum and resources, and the Internet into the instructional process. The Technology Director will purchase mobile devices and data plans. He will ensure all digital instructional materials are accessible at school and through the loaned device. He will ensure the mobile devices are interoperable

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Schedule #5—Program Executive Summary (cont.)

County-district number or vendor ID: 025-905

Amendment # (for amendments only):

Provide a brief overview of the program you plan to deliver. Refer to the instructions for a description of the requested elements of the summary. Response is limited to space provided, front side only, font size no smaller than 10 point Arial.

with other technology components in the classroom and throughout the school campus, and will ensure students have Internet access while at home. He will manage the local WiFi network, be responsible for maintaining and accounting for all equipment, and provide the teachers and students with ongoing technical and pedagogical support. The Business Manager will be responsible for the financial management of the grant. She will maintain all financial records according to local and TEA guidelines. The Technology Leadership Team (district and campus administrators, teachers, parents, community members) will conduct the project evaluation.

Evaluation The Technology Leadership Team will collect a variety of qualitative and quantitative data to determine the extent to which the activities of the project are being implemented as planned; how effective the activities are in meeting the stated goals and objectives; and what impact the lending project is having on the program participants. Based upon the data, they will make recommendations to improve and refine the STAAR lending project.

Statutory Requirements This grant application addresses the 1 statutory requirement of how May will use funds to implement or enhance a technology lending program to loan students the equipment necessary to access and use electronic instructional materials. Specifically, May will use grant funds to purchase laptops to expand the small-scale technology lending program in place at the high school campus. The laptops will be available during the school day and for check-out for home use to access the Internet and electronic instructional materials so students can have a digital rich online learning format to engage in project-based and enrichment learning.

TEA Requirements May will adhere to the 7 TEA requirements (further noted in **bold**) specifically, the **goal** of the project is not to be a one-size-fits-all project but instead, a student-driven project that will support personalized learning 24 hours a day, 7 days a week through a lending project. The laptops will come equipped with WiFi and 3G/4G **Internet Access** so students can have **off-site, on-demand access** while off-site or at home. The use of the laptops and lending program will **align** with the online curriculum, the technology-driven instruction, and a 21st century classroom management. The students will use the laptops to access core and supplemental curriculum **electronic instructional materials**. The campus has a robust **technology infrastructure** including a local area network with Cat 5 wiring, hubs, switches and routers and direct connection to Internet. The entire campus including the library, common areas, classrooms and offices are Internet-ready through wired connections and numerous wireless access points (WiFi). The Technology Director will provide ongoing **tech support** to both the teachers and students. He will teach them how to use the device, will troubleshoot, and keep the laptops in proper working condition with up-to-date operating software and to ensure students do not visit inappropriate websites. The librarian will be responsible for **checking-out and checking-in the laptops**. The Technology Director will adhere to district policies to **account for the technology**. Finally, students and their parents/guardian must sign a Technology Lending Agreement, which also must verify that students receiving Internet Access at home have demonstrated grade level mastery of the Digital Citizenship strand of the Technology Applications TEKS. It's important to note that May is **committed** to a technology lending program now and in the future. Through federal, state and local funding, May ISD will continue to expand the technology lending program into other grades.

Priorities for Funding This project meets the following priorities for funding: May School has previously received funding from ONLY the 2014-2016 Technology Lending Program Grant and is therefore eligible to receive 5 priority points.

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Schedule #6—Program Budget Summary

County-district number or vendor ID: 025-905			Amendment # (for amendments only):		
Program authority: General Appropriations Act, Article III, Rider 8, and House Bill 3526, 85 th Texas Legislature; Texas Education Code Section, 32.301					
Grant period: May 1, 2018, to August 31, 2019			Fund code: 410		
Budget Summary					
Schedule #	Title	Class/ Object Code	Program Cost	Admin Cost	Total Budgeted Cost
Schedule #8	Professional and Contracted Services (6200)	6200	\$5,000	\$0	\$5,000
Schedule #9	Supplies and Materials (6300)	6300	\$0	\$0	\$0
Schedule #10	Other Operating Costs (6400)	6400	\$0	\$0	\$0
Schedule #11	Capital Outlay (6600)	6600	\$42,400	\$0	\$42,400
Total direct costs:			\$47,400	\$0	\$47,400
Percentage% indirect costs (see note):			N/A	\$0	\$0
Grand total of budgeted costs (add all entries in each column):			\$47,400	\$0	\$47,400
Administrative Cost Calculation					
Enter the total grant amount requested:					\$47,400
Percentage limit on administrative costs established for the program (15%):					× .15
Multiply and round down to the nearest whole dollar. Enter the result.					\$7,110
This is the maximum amount allowable for administrative costs, including indirect costs:					

NOTE: Indirect costs are calculated and reimbursed based on actual expenditures when reported in the expenditure reporting system, regardless of the amount budgeted and approved in the grant application. If indirect costs are claimed, they are part of the total grant award amount. They are not in addition to the grant award amount.

Indirect costs are not required to be budgeted in the grant application in order to be charged to the grant. Do not submit an amendment solely for the purpose of budgeting indirect costs.

If selected for a competitive grant, your award amount will be the lesser of the grand total of budgeted costs as stated on this schedule (the box with the bold outline), or the sum of all line items listed on this schedule, or the maximum allowable award amount. TEA is not responsible for math errors.

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Schedule #8—Professional and Contracted Services (6200)

County-district number or vendor ID: 025-905

Amendment # (for amendments only):

NOTE: Specifying an individual vendor in a grant application does not meet the applicable requirements for sole-source providers. TEA's approval of such grant applications does not constitute approval of a sole-source provider.

Professional and Contracted Services

#	Description of Service and Purpose	Grant Amount Budgeted
1	Data plan and/or home Internet Access	\$5,000
2		\$
3		\$
4		\$
5		\$
6		\$
7		\$
8		\$
9		\$
10		\$
11		\$
12		\$
13		\$
14		\$
a. Subtotal of professional and contracted services:		\$
b. Remaining 6200—Professional and contracted services that do not require specific approval:		\$
(Sum of lines a and b) Grand total		\$5,000

For budgeting assistance, see the Allowable Cost and Budgeting Guidance section of the Grants Administration Division Administering a Grant page.

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Schedule #9—Supplies and Materials (6300)

County-District Number or Vendor ID: 025-905		Amendment number (for amendments only):
Supplies and Materials Requiring Specific Approval		
		Grant Amount Budgeted
6300	Total supplies and materials that do not require specific approval:	\$
Grand total:		\$

For budgeting assistance, see the Allowable Cost and Budgeting Guidance section of the Grants Administration Division Administering a Grant page.

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Schedule #10—Other Operating Costs (6400)		
County-District Number or Vendor ID: 025-905		Amendment number (for amendments only):
Expense Item Description		Grant Amount Budgeted
6400	Operating costs that do not require specific approval:	\$
Grand total:		\$

In-state travel for employees does not require specific approval.

For budgeting assistance, see the Allowable Cost and Budgeting Guidance section of the Grants Administration Division Administering a Grant page.

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Schedule #11—Capital Outlay (6600)

County-District Number or Vendor ID: 025-905

Amendment number (for amendments only):

#	Description and Purpose	Quantity	Unit Cost	Grant Amount Budgeted
66XX—Computing Devices, capitalized				
1	Laptops for use at school and home	80	\$530	\$42,400
2			\$	\$
3			\$	\$
4			\$	\$
5			\$	\$
6			\$	\$
7			\$	\$
8			\$	\$
9			\$	\$
10			\$	\$
66XX—Software, capitalized				
11			\$	\$
12			\$	\$
13			\$	\$
14			\$	\$
15			\$	\$
16			\$	\$
17			\$	\$
66XX—Equipment, furniture, or vehicles				
18			\$	\$
19			\$	\$
20			\$	\$
21			\$	\$
22			\$	\$
23			\$	\$
24			\$	\$
25			\$	\$
26			\$	\$
27			\$	\$
Grand total:				\$42,400

For budgeting assistance, see the Allowable Cost and Budgeting Guidance section of the Grants Administration Division Administering a Grant page.

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Schedule #12—Demographics and Participants to Be Served with Grant Funds

County-district number or vendor ID: 025-905

Amendment # (for amendments only):

Part 1: Student Demographics of Population To Be Served With Grant Funds. Enter the data requested for the population to be served by this grant program. If data is not available, enter DNA. Use the comment section to add a description of any data not specifically requested that is important to understanding the population to be served by this grant program. Response is limited to space provided. Use Arial font, no smaller than 10 point.

Student Category	Student Number	Student Percentage	Comment
Economically disadvantaged	49	61.4%	61.4% economically disadvantaged overwhelmingly exceeds the State percentage of 59%
Limited English proficient (LEP)	9	2.1%	38.6% of the students are identified as at-risk
Disciplinary placements	1	0.6%	14.8% of the students are highly-mobile
Attendance rate	NA	96.1%	
Annual dropout rate (Gr 9-12)	NA	0%	

Part 2: Students To Be Served With Grant Funds. Enter the number of students in each grade, by type of school, projected to be served under the grant program.

School Type: ☒ Public ☐ Open-Enrollment Charter ☐ Private Nonprofit ☐ Private For Profit ☐ Public Institution

Students

PK	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
								26	27	16	34	25	17	145

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Schedule #13—Needs Assessment

County-district number or vendor ID: 025-905

Amendment # (for amendments only):

Part 1: Process Description. A needs assessment is a systematic process for identifying and prioritizing needs, with “need” defined as the difference between current achievement and desired outcome or required accomplishment. Describe your needs assessment process, including a description of how needs are prioritized. If this application is for a district level grant that will only serve specific campuses, list the name of the campus(es) to be served and why they were selected. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Needs Assessment Process Planning for the STAAR lending project involved a comprehensive needs assessment process led by the Technology Leadership Team (TLT). They reviewed K-12 student data, the district and campus technology infrastructure, and professional development data. They used the data to pinpoint strengths and weakness, identify specific needs as well as prioritize campuses, subject areas and grade levels.

The TLT evaluated the quantity and types of student devices at each campus. They determined the elementary campus has met a 1:1 student to device ratio; however, the high school campus does not have a device for each student. Furthermore, 61% of the high school students are identified as economically disadvantaged, 38.6% are at-risk and 14.8% are highly-mobile. **For these reasons the high school campus was selected to be served by this project.**

In evaluating the professional development, the TLT noted that all of our K-12 teachers have participated in professional development activities that support teachers’ knowledge, skills and capacity to fully integrate advanced technologies into curricula and instruction and use those technologies on a daily basis to 1) create new learning environments, 2) access and retrieve Internet-based learning resources to develop curricula and instructional materials; 3) teach effectively in the online environment; and 4) lead to improvements in the classroom instruction in the core academic subjects that effectively prepare students to meet challenging State academic content standards including increasing student technology literacy and student academic standards.

In evaluating the subject areas to target *research indicates that high school students need a strong educational foundation in the four core curriculum areas of math, science, social studies, and ELA.*

Even though a 1:1 student /device ratio does not currently exist at the high school campus, the TLT determined that technology is in place within the campus and a current lending program exists. There are less than 50 laptops available in the library for 145 high school students to check-out. Most importantly, the high school campus has a robust technology infrastructure including a local area network with Cat 5 wiring, hubs, switches and routers and a direct connection to the Internet. The entire campus including the library, common areas, classrooms and offices are Internet-ready through wired connections and numerous wireless access points (WiFi). Digital instructional materials have been adopted for all of the core courses. Because of the small scale lending program that is place there is a need to purchase additional handheld devices to meet the 1:1 student/device ratio.

Campus to be Served This grant will only serve the High School campus within May ISD, specifically, grades 7-12.

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Schedule #13—Needs Assessment (cont.)

County-district number or vendor ID: 025-905

Amendment # (for amendments only):

Part 2: Alignment with Grant Goals and Objectives. List your top five needs, in rank order of assigned priority. Describe how those needs would be effectively addressed by implementation of this grant program. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Identified Need	How Implemented Grant Program Would Address
1.	Need to purchase handheld technology devices to be used as a daily technology tool to provide students with the tools they need to become successful in life.	Technology Lending Program (TLP) grant will provide MISD with the financial resources to purchase laptops for the high school grades 7-12.
2.	Technology Lending Program (TLP) grant will provide MISD with the financial resources to purchase laptops for the high school campus.	80 laptops will be designated for the 7-12 grade lending program. All of these students, many of which are economically disadvantaged, at-risk, and highly-mobile will check-out on the mobile devices on a daily basis to access the Internet and digital instructional materials while at home.
3.	Need for handheld devices to access the Internet while at home.	The laptops will come equipped with access to the Internet through WiFi and 3G/4G so students can access the Internet while at home.
4.	Need to improve academic performance as measured by STAAR assessments.	Instruction and curriculum will combine laptops with TEKS aligned technology-based supplemental curriculum to improve student achievement among all students including those in subgroups (economically disadvantaged, at-risk and highly-mobile) in the core content areas as measured by benchmark and state assessments and college readiness indicators.
5.	Need to increase the number of students who demonstrate proficiency on the Technology Applications TEKS for their grade level.	Laptops combined with TEKS aligned technology-based curriculum will allow for: <ul style="list-style-type: none"> • greater levels of student interest, inquiry, analysis, collaboration, creativity, and content production; and • students demonstrating proficiency on the Technology Applications TEKS

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Schedule #14—Management Plan

County-district number or vendor ID: 025-905

Amendment # (for amendments only):

Part 1: Staff Qualifications. List the titles of the primary project personnel and any external consultants projected to be involved in the implementation and delivery of the program, along with desired qualifications, experience, and any requested certifications. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Title	Desired Qualifications, Experience, Certifications
1.	District Level Administrator	Superintendent, Steve Howard, is a well-qualified leader who brings 23 years of educational experience to the project. He has 1 year exp. as a Superintendent, 14 years as Principal, 8 years as classroom teacher. He has a Bachelor and Masters Degree along with a Mid-Management, and Superintendent certificate.
	Project Director	Teacher Facilitator, Natalie Steele has 9 years experience as a classroom teacher, 6 years exp. as a principal, and 1 year exp. in Special & Federal Programs. She has a teaching certificate, Masters of Education and Superintendent Certificate. Her experience is very important to this project.
2.	Technology Director	The May ISD Technology Director has 7 years experience in successfully managing all aspects of school district networks' and supports the teachers and students' use of technology. He also has 17 years exp. as a classroom teacher and 3 years exp. in the business world. He has a teacher certification and a Masters of Educational Technology.
3.	Business Manager	The May ISD Business Manager has successfully managed numerous Federal and State grants with fidelity. This project will be no different.

Part 2: Milestones and Timeline. Summarize the major objectives of the planned project, along with defined milestones and projected timelines. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Objective	Milestone	Begin Activity	End Activity
1.	Project Management	1. Ensure all laptop policies and procedures are in place	05/01/2018	05/30/2018
		2. Spend 100% of grant funds	05/01/2018	08/31/2019
		3. Provide MISD School Board with grant related reports	05/01/2018	08/31/2019
		4. File budget amendments and reports with TEA	05/01/2018	08/31/2019
2.	Laptop Implementation	1. Order 80 student laptops with WiFi capabilities, 3G/4G data plan and wireless routers	05/01/2018	08/31/2019
		2. Student use laptops to access core and supplemental digital instructional materials and the Internet	05/01/2018	08/31/2019
3.	Extended Learning Opportunities	1. Students checkout laptops for on-demand home use to access core and supplemental digital instructional materials and the Internet	05/01/2018	08/31/2019
		2. # and % of students who checked out laptops	05/01/2018	08/31/2019
		3. # and % of economically disadvantaged, at-risk and highly-mobile students participating in the lending program	05/01/2018	08/31/2019
		4. # and % of economically disadvantaged students who had access to the Internet at home	05/01/2018	08/31/2019
		5. 1:1 ratio of laptops to students	05/01/2018	08/31/2019
4.	Evaluation	1. # and names of courses using digital content	05/01/2018	08/31/2019
		2. Titles of digital materials used within courses as part of the technology lending program.	05/01/2018	08/31/2019
		3. # and % of teachers who leveraged electronic instructional materials	05/01/2018	08/31/2019
		4. # and % of participating students who are proficient on the Technology Applications (TEKS)	05/01/2018	08/31/2019

Unless pre-award costs are specifically approved by TEA, grant funds will be used to pay only for activities occurring between the beginning and ending dates of the grant, as specified on the Notice of Grant Award.

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Schedule #14—Management Plan (cont.)

County-district number or vendor ID: 025-905

Amendment # (for amendments only):

Part 3: Feedback and Continuous Improvement. Describe the process and procedures your organization currently has in place for monitoring the attainment of goals and objectives. Include a description of how the plan for attaining goals and objectives is adjusted when necessary and how changes are communicated to administrative staff, teachers, students, parents, and members of the community. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The Technology Team will meet monthly to determine the extent to which the STAAR lending program activities are being implemented as planned; how effective the activities are in meeting the stated goals and objectives; and what impact the project is having on the program participants. As part of the evaluation process, the Team will continuously:

- 1) Solicit feedback.
- 2) Monitor the extent to which activities of the project were implemented as planned.
- 3) Assess the effectiveness of the activities in achieving the goals and objectives of the project and in meeting performance measurements.
- 4) Monitor and assess the impact of the project activities on all participants.
- 5) Extent to which the performance targets were met.
- 6) Provide ongoing monitoring which leads to reflective thinking, program change and continuous improvement.

MISD Administrators firmly believe that no district or campus programs, activities, policies or procedures are a sacred cow AND all can be changed based upon the findings of student data.

The TLT will make refinements to the program activities, curriculum, instruction, assessments, facilities, technology, professional development, budgeting and parent involvement as needed based on student data. All changes made at TLT meetings will be communicated to the teachers at monthly campus meetings. At these campus meetings, the administrators will articulate clear expectations, roles and responsibilities and keep all teachers informed of all grant timelines and activities and will solicit comments, suggestions and feedback from the teachers to ensure continuous improvement in the operation of the project. In addition to face-to-face meetings, administrators will also communicate with teachers online through emails and the MISD website. Students and their parents will also have an opportunity to provide comments, suggestions and feedback regarding the project activities at school-sponsored meetings or through email correspondence with administrators.

Part 4: Sustainability and Commitment. Describe any ongoing, existing efforts that are similar or related to the planned project. How will you coordinate efforts to maximize effectiveness of grant funds? How will you ensure that all project participants remain committed to the project's success? Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

MISD has successfully coordinated local, state, and federal funds to establish a small-scale technology lending program that continues to exist today. Using federal and local funds, a robust technology infrastructure was put in place to support the use of technology devices in the classrooms and throughout the campus. Using a 2014-16 Technology Lending Program grant, laptops were purchased for high school students to check-out from the library on a daily basis. May will continue to successfully coordinate and maximize funds for the STAAR lending project. MISD takes great pride in coordinating state and federally funded programs to maximize funds and provide as many successful programs and services as possible. Furthermore, the coordination of these funds will enable MISD to implement the lending grant activities in a timely manner, and in a process that will be most beneficial to the students. May ISD has other resources such as technology, district website, and computer labs, and the campus meets all the accessibility requirements for children and families with special needs. The Superintendent and Board of Trustees are committed to this project now and in the future and will allocate funding and resources to upgrade technology, educational tools, and materials to keep pace with the educational changes, technological changes, as well as parent and community expectations. They will also allocate funding for curriculum, instruction, technology, professional development special programs, student support programs, and supplemental educational programs. They can do this because they have a history of successfully implementing a variety of programs and services.

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Schedule #15—Project Evaluation

County-district number or vendor ID: 025-905

Amendment # (for amendments only):

Part 1: Evaluation Design. List the methods and processes you will use on an ongoing basis to examine the effectiveness of project strategies, including the indicators of program accomplishment that are associated with each. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Evaluation Method/Process	Associated Indicator of Accomplishment	
1.	Document implementation timelines -- Technology Director's Report	1.	Laptops ordered and available for check-out
		2.	Home Internet access available on all laptops
		3.	Online digital core curriculum accessible through laptops
2.	Document budget expenditures -- Financial reports	1.	Spend 100% of grant funds by 08/31/2019
		2.	File timely financial reports with TEA
3.	Evaluate student academic data	1.	Improve performance on STAAR for grades 7-11 by 10%
		2.	Improve performance on college readiness indicators by 10%
		3.	Increase the number of students who are proficient on the Technology Applications TEKS by 10%
4.	Evaluate student use of laptops -- Classroom observations; --laptop checkout logs;	1.	100% of used daily at school by 7 th -12 th graders
		2.	100% of 7 th -12th grade students checkout a laptops for home use
		3.	Meet 1:1 student/portable device ratio

Part 2: Data Collection and Problem Correction. Describe the processes for collecting data that are included in the evaluation design, including program-level data such as program activities and the number of participants served, and student-level academic data, including achievement results and attendance data. How are problems with project delivery to be identified and corrected throughout the project? Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The Team will develop a qualitative and quantitative data-gathering process for precise measurement. Data will be collected throughout the project period and will include:

- 1) Number and percent of students (by grade level) who checked out the laptops
- 2) Number and percent of economically disadvantaged, at-risk and highly-mobile students participating in the technology lending program
- 3) Number and percent of economically disadvantaged students who had access to the Internet while at home
- 4) 1:1 ratio of technology devices to students
- 5) Number and names of courses using digital content
- 6) Titles of digital materials used within courses as part of the technology lending program grant
- 7) Number and percent of teachers who leveraged electronic instructional materials to students as a result of the technology lending program
- 8) Number and percent of participating students who demonstrate proficiency on the Technology Applications Texas Essential Knowledge and Skills (TEKS) for their grade level at the beginning and end of each year of the grant period.

May agrees to collect and report the data for the performance measures stated in the Program Guidelines under Program Evaluation. May will develop appropriate systems and processes to collect and report the required data.

Implementing a technology lending program means that from time-to-time, policy issues may arise that needs to be addressed. Possible issues will include but will not be limited to such items as transfer of students between districts, class sizes, meeting the needs of students, administering assessments, grading policies, qualification of teachers, continued staff development of teachers and administrators, and copyright laws. Issues will be identified at Technology Leadership Team meetings. The issues will then be discussed with appropriate solutions identified in a timely manner. Some changes that are made will be communicated through letters home, meetings, emails, or the district website. Other changes to policies may need to be adopted by the Board of Trustees. Program deficiencies identified by the Technology Leadership Team will be used to make modifications as necessary in the interest of successfully achieving project goals and satisfaction of all stakeholders. The project director will generate a final evaluation report of the successful implementation of the goals, objectives, and activities of the project.

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Schedule #16—Responses to Statutory Requirements

County-district number or vendor ID: 025-905

Amendment # (for amendments only):

Statutory Requirement 1: Applicant must describe the availability of existing equipment to students in the LEA and other funding available for the purchase of student technology devices. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

At the present time there are less than 50 laptops for 145 students in grades 7-12 to share.

Due to the small size of May the district has limited funding available. The district receives a few thousand dollars each year in combine Instructional Materials Allotment (IMA) funds and Title II Part D funds. Furthermore the district received limited property tax funds. Most properties are agriculture properties and have reduced taxes through the ag-exemption laws. With limited funding the district does not have the financial resources to purchase technology devices for home use.

May ISD is not using funding through the Instructional Materials Allotment (IMA) to purchase lending equipment. Funds provided under the IMA are insufficient for May to purchase enough lending technology for every student who needs dedicated access to a device. Instead May ISD is using the Technology Lending Program to purchase lending equipment.

Though May is only using Technology Lending Program funds to purchase the lending equipment, it is important to note that May has a successful history of coordinating and maximizing their technology dollars from a variety of funding sources to better serve the needs of their teachers and students. The district will leverage funds from the Technology Lending Program grant, E-Rate, local tax revenues, Texas Technology Allotment, the Instructional Materials Allotment (IMA), Title I, Part A; Title II, Part A; and compensatory funds. It is these funds that are used to purchase technology infrastructure, technology components for classrooms, online curriculum, and diagnostic assessments. By leveraging these funds with the Technology Lending Program funds, May can put technology and digital content into the hands of students 24/7 for on-demand access to information to ensure that this technology lending program is an integral part of each students' own journey to academic success.

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Schedule #17—Responses to TEA Program Requirements

County-district number or vendor ID: 025-905

Amendment # (for amendments only):

TEA Program Requirement 1: Describe how the technology lending program aligns with the existing mission and goals for the LEA. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The May ISD District Goal is to provide all students with the tools they need to become successful in life.

The STAAR lending project was developed with the District Goal in mind. In order for all students to have the tools they need to become successful in life, the number of devices available through the STAAR technology lending program needs to be increased. And as our district is moving to a digital online learning format, we are now using online textbooks and emphasizing the use of "technology—tools" such as laptops, iPads, and electronic white boards in the classroom, the STAAR lending project we integrate the online textbooks and online instructional materials so students can access the materials while at home.

The STAAR lending is also aligned to the District Goals as it will provide ALL students within 7th-12th grade with a variety of technology tools to engage in meaningful learning, 24 hours a day, 7 days a week. In mentioning ALL students, our project will target subgroups of students such as economically disadvantaged students and those with learning disabilities. It is these students who *typically* do not have access to resources beyond the school day to engage in learning activities.

The STAAR lending program is also aligned with the *Technology Plan Template* which all emphasize the use of modern digital tools and resources through robust connectivity.

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Schedule #17—Responses to TEA Program Requirements (cont.)

County-district number or vendor ID: 025-905

Amendment # (for amendments only):

TEA Program Requirement 2: Describe a plan for providing internet access to student residences, residential centers, and/or on the buses that transport students (for whom a single ride lasts, on average, at least an hour) with the highest need for off-campus internet access. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The administrators and technology director developed a comprehensive plan to provide Internet access to the homes of students in need. First, they conducted an initial assessment to determine that 10 high school students do not have Internet access including dial-up Internet access or DSL.

MISD currently uses AT&T's 3G/4G plan for the districts' cell phones for administrators and will use AT&T as the Internet provider for those students who do not have Internet at home. If a student lives in a rural and remote area where AT&T's 3G/4G service is not accessible then the district will work directly with the students' and their parents on a case-by-case basis to determine the best way to provide the student with home access.

It's important to note that all laptops purchased for the lending program will be come equipped with the technology needed for on-demand access to the Internet through WiFi for access while at school and home and 3G/4G service for those students who don't have Internet at home.

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Schedule #17—Responses to TEA Program Requirements (cont.)

County-district number or vendor ID: 025-905

Amendment # (for amendments only):

TEA Program Requirement 3: Describe how the lending program aligns with current curriculum, instruction, and classroom management policies and/or practices on its participating campus(es). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

This lending project was developed to align laptops with the existing technology-based instruction and online math, ELA, science, social studies and college readiness digital curriculum. Through the lending program, the high school students will have access to this same curriculum that is used during the school day. Specifically, the lending program will extend classroom learning to the home to:

- Create a 21st century learning environment at home with an immersion of laptops, access to the Internet and online digital instructional materials.
- Offering new and extended-learning opportunities 24 hours a day, 7 days a week.
- Access innovative text, graphics, images, sound and video into the project-based enrichment lessons to provide individual instruction, especially for those students with learning disabilities.
- Access to innovative teaching methods that will allow for great levels of student interest, inquiry, analysis, collaboration, creativity, and content production.
- Use innovative technology-based teaching strategies to build technology literacy, and build background knowledge in the core curriculum areas of reading, ELA, math and science.
- Use innovative technology-based teaching and learning strategies will provide differentiated instruction for diverse learners, some of who will need academic acceleration or remediation on a daily basis
- Access innovative technology-based teaching and learning strategies are aligned with State challenging standards including the core curriculum TEKS, Technology Application TEKS, STAAR assessments and College-Readiness.

MISD has approved a number of policies and procedures that are in place as part of the campus technology lending program. Students will receive instruction on internet safety, privacy & security, relationships & communication, cyberbullying, digital footprint & reputation, self-image & identity, information literacy, and creative credit & copyright. If a student uses their mobile device for purposes other than educational, they will lose check-out privileges. Students and their parents will be required to have a printed copy of all lending programs forms and will be required to sign the forms and acknowledge they understand the rules, procedures, and consequences for not following policies and procedures. Students will be disciplined for inappropriate home-use just as they would be disciplined at school.

TEA Program Requirement 4: Describe how the applicant is using digital instructional materials in one or more foundation curriculum subject area(s) for one or more grade level(s). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

May ISD will use following digital content during the timeframe of this grant and beyond: Discovery Education, Edmodo, Pearson and SAT/ACT test prep.

The above-mentioned online curriculum is accessible in the classrooms, throughout the campus, and at home using the new laptops. The online curriculum will be integrated into the curricula and instruction by the teachers to address differentiated instruction needs for the diverse learners, some of who will need academic remediation, acceleration, extended learning and enrichment on a daily basis to build background knowledge in math, science, social studies, ELA and college readiness to reach challenging academic standards. Other technology components such as whiteboards will also be integrated into the curricula and instruction for the teacher to use for individualized instruction, specifically, the above-mentioned electronic instructional materials will be:

- Infused into classroom and home lessons and aligned to TEKS curriculum standards
- Include student assessment strategies that leverage technology components
- Use for teaching and learning across the core curriculum
- Used to support problem based learning in the classroom and at home
- Used to support the development of higher order thinking skills, multiple intelligences, differentiated instruction, and brain-based learning

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Schedule #17—Responses to TEA Program Requirements (cont.)

County-district number or vendor ID: 025-905

Amendment # (for amendments only):

TEA Program Requirement 5: Describe how the infrastructure and technical support is adequate to support students' anticipated use of devices through the grant at its participating campus(es). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

A strong technical support system is in place within May ISD. Students receive ongoing infrastructure and technical support from the Technology Director. He will be responsible for providing students with daily assistance on how to use, operate, and troubleshoot the mobile devices. He will ensure students are able to access online digital instructional materials and the Internet while at school and at home.

The Technology Director will provide technical support as he will ensure all digital instructional materials are accessible at school and through the loaned device. He will ensure the laptops are interoperable with other technology components in the classroom and throughout the school campus, and will ensure students have Internet access while at home. He will manage the local WiFi network, be responsible for maintaining and accounting for all equipment, and provide the teachers and students with ongoing technical and pedagogical support. The Technology director will provide teachers and students with ongoing technical support by maintaining the existing local/wide area networks and teachers will receive technical support on how to use their handhelds and access online resources anytime, anywhere.

The Technology Director will also support the students' use of mobile devices with routine maintenance and software updates to ensure successful implementation of the lending program. In addition to supporting students' use of mobile devices, the Technology Director is also responsible for maintenance and support of the Internet and local area network, which includes wiring, switches, hubs and routers. This includes basic making software upgrades to the infrastructure, basic troubleshooting, replacing old and obsolete equipment, and planning for future upgrades and network expansion.

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Schedule #17—Responses to TEA Program Requirements (cont.)

County-district number or vendor ID: 025-905

Amendment # (for amendments only):

TEA Program Requirement 6: Describe how the grant will be administered on participating campus(es), including a description of how the check-out and check-in process will operate, who will oversee the check-out process, especially in cases of competing need, and the process that will be used to maintain the technology lending equipment in proper working condition. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Administering grants on-time, within budget and according to fidelity is important to MISD.

- The Superintendent will have final oversight and decision-making over the program and will meet with the principal, technology director and business manager on a regular basis to ensure the project activities are occurring on-time, within-budget and according to fidelity.
- The Teacher Facilitator will serve as the Project Manager will conduct classroom observations and review lesson plans to ensure teachers are integrating the devices, online curriculum and resources, and the Internet into the daily curriculum and instruction.
- Technology Director will purchase laptops and the data plan in May 2018 when the project period begins. Once the laptops arrive they will be insured. He will ensure all digital instructional materials are accessible, and are interoperable with other technology components in the classroom and school. He will manage the local WiFi network, be responsible for accounting for all equipment, keep the equipment in good working condition, and provide the teachers and students with ongoing technical support.
- Business Manager will be responsible for the financial management of the grant and will maintain all financial according to local and TEA guidelines.

The check-out and check-in process will be a very important piece of the STAAR project. This process will be under the direction of the Technology Director. He will provide the librarian with the form to document the students' name, the date of the check-out, the serial number of the mobile device, and will have a place for the student to sign the form. The same librarian will be responsible for assigning a student a mobile device using the mobile device checkout form. The procedures for maintenance of the technology lending equipment are outlined in the MISD Internet, Acceptable Use and Technology Lending Agreement policy. Students are responsible for the general care of the mobile device they have been issued. The user policy provides students and parents with guidelines for taking care of the equipment which is listed as 1) Taking Care of Your Mobile Device; 2) Carrying Mobile Device; and 3) Screen Care for Your Mobile Device. Mobile devices that are broken or fail to work properly must be taken to the library. Loaner mobile devices may be issued to students when they leave their device for repair. The Technology Director will collect student devices at the end of the year for maintenance, cleaning, and software installation.

TEA Program Requirement 7: Describe how technology lending equipment will be accounted for per local policy, including providing insurance, if appropriate. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The Technology Director will ensure the STAAR program will adhere to local school board approved policy (CMB Legal) regarding the inventory and account for each piece of equipment purchased. The laptops will be inventoried once received by the district.

The accounting of the technology lending equipment will be entered into May's centralized asset management that typically accounts for all equipment in the district. Once the equipment is ordered and received, the Technology Director will assign a tracking number to each piece of equipment through a barcode system. The asset management system keeps a record of all technology equipment. The system also holds details of service schedules, maintenance records, and other information needed on each piece of equipment. The district believes that this is an efficient and effective way to keep track of when equipment need to be replaced, fixed, or maintained. In addition, it can be extremely valuable in case of an emergency.

It's also important to note that May will add the laptops to the existing equipment insurance plan so they can be replaced in the event they are damaged, lost or stolen. May understands that grant funds cannot be used to replace lost, stolen or damaged equipment purchased as part this grant program.

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